

Animal Control

CSS-820.1 RESPONSIBILITIES

Respond to calls for service and complaints in a professional manner.

Check the priority of any holding calls, at the beginning of shift, through the Communications Section, CAD, or MDB.

Be alert for dogs at large on streets and right-of-ways within the City and capture and impound dogs as strays.

Check all dogs within their control for current licenses and vaccination tags issued by the City of Peoria or Maricopa County, and take appropriate action for dogs found without tags.

Ensure that any animal that has bitten is quarantined according to the regulation concerning that specific animal.

Ensure that any animal that dies during the quarantine period is transported immediately by the pet owner to a licensed veterinarian at the owner's expense, or by an ACO to Maricopa County Animal Care and Control Services for testing.

Primary enforcement of state animal control laws and regulations in the areas of the Maricopa County Flood Control District where there is a law enforcement contact with the Maricopa County Sheriff's Office (MCSO) will be the responsibility of MCSO and Maricopa County Animal Care and Control Services.

Animal control calls will be handled in the following order of importance:

- Priority One: (Officers will be dispatched on the following types of calls in the absence of the ACO.)
 - Animal bites (if bite animal is running loose).
 - Vicious dogs.
 - Incidents whereby an animal creates a life-threatening situation.
 - Bite reports received by FAX

Calls holding overnight with a complainant. All calls in which a complainant is to be contacted shall be given priority over non-complainant type calls.

Calls holding overnight without a complainant.

All other calls will be handled at the discretion of the ACO based on availability. These may include:

- Sick animals.
- Animal pickups.
- Animals at large (non-aggressive).
- Disturbances.

If the ACO determines that an unusual situation exists on a low priority call, they may respond to it prior to acting on the calls that originally came in with a higher priority.

Internal Logs: Daily reports of animal control activities shall be prepared and maintained by each ACO. In addition, the supervisor in charge of Animal Control shall compile a monthly totals sheet of animal control activities.

Reporting of Animal Bites

The ACOs are required to write a complete report on any incident in which a human is bitten by an animal.

A report shall be taken when requests from other agencies are received to follow up on bites that happen outside our city when the animal owner resides in the City of Peoria.

Bite reports shall be completed utilizing the Peoria Police Department bite report face sheet. Animal bite reports shall contain:

- The name and address of the victim and the name of a responsible adult if the victim is a juvenile.
- The part of the body that has been bitten.
- The name and address of the animal owner.
- The location of the animal.
- The vaccination information on animals and license information for dogs.
- Medical treatment information.
- Photographs of injuries.

In the absence of the ACO, an officer or other PSO shall complete the bite report and forward a copy to the Peoria Police Department ACO for follow-up.

Reports of bites to humans, involving native wild life, will be forwarded to Arizona Department of Game and Fish.

All initial bite reports will be completed prior to securing at the end of shift.

CSS-820.2 BITE ANIMAL QUARANTINES

Rabies quarantine of the biting animals will be conducted in accordance with state statute, Peoria City Code, the Arizona Department of Health Services (ADHS) Manual for Rabies Control and Bite Management, the compendium of rabies control published by the National Association of Public Health Veterinarians, and this policy.

The rabies quarantine period shall start on the day of the bite incident.

State statute dictates that dogs and cats are to be quarantined for a period of not less than 10 days and other animals for a period of not less than 14 days.

The ACO shall follow up on all bites and ensure the bite animal is placed into the appropriate quarantine for that animal.

Livestock

Bites involving livestock shall be documented in a department bite report. Arizona Department of Agriculture will be notified and conduct the quarantine.

Monkey/Ape bites

Bites/scratches involving monkeys/apes shall be documented in a department bite report. The bite report shall be completed to include the following additional information with a copy forwarded to Arizona Department of Game and Fish for follow up and a second copy of the report forwarded to the Arizona Department of Health Services.

- Species, age, and sex of the bite animal.
- Location and circumstances of the incident.
- Whether the animal housed indoors or out?
- How long the owner has had the animal, and where it was purchased?
- Any known or potential exposures to wild animals.
- General health of the animal.
- Number and type of other animals/monkeys at the same residence.

Ferrets – 10-day rabies quarantine.

If the animal has a current rabies vaccination, it can be home quarantined.

If unvaccinated, it must be quarantined under the observation of a veterinarian at a Veterinary Hospital (same as dogs and cats).

Native wild life – The capture and quarantine of native wild life that have bitten humans or are demonstrating behavior consistent with rabies infection will be coordinated with the Arizona Department of Game and Fish. ACOs may take reasonable actions to capture or contain wild life that has bitten a human or is suspected of having rabies until Arizona Department of Game and Fish can respond.

Bite Animal Quarantine Locations

Owners who cannot produce proof of a current rabies vaccination must quarantine their dog or cat at their own expense with Maricopa County Animal Care and Control Services or a RAC quarantine approved veterinarian hospital.

Home quarantine: Owners may confine their animal at their home with the consent of, and in a manner prescribed by, the ACO provided they can submit proof of the following within 24 hours.

- Dogs - license and rabies vaccination
- Cats - rabies vaccination
- Rabbits, gerbils, hamsters, etc. – May be confined at home in a suitable enclosure, provided they were not originally captured in the wild.

Owners who agree to home quarantine their animal must sign a Peoria Police Department approved home quarantine agreement and abide by the following:

- In accordance with state law, the bite animal must be quarantined for a specified period of time.
- Ensure a license tag is worn during the quarantine period (if a dog).
- Confine the animal in a secure enclosure adequate to prevent it from escape, contact with other animals, or public contact. Owners shall agree not to remove their animal from the premises during the quarantine period.
- Have the animal examined by a veterinarian if it becomes sick during the quarantine period, and have the veterinarian provide the Peoria Police Department a copy of a report on the animal's condition.
- Not attempt to administer, or have administered, a rabies vaccination to the animal during the period of the quarantine.

- Ensure that their animal remains in quarantine until released by the ACO.
- Owners who violate the home quarantine agreement may receive a citation and must place the animal in quarantine at Maricopa County Animal Care and Control Services or under the supervision of a RAC quarantine approved veterinarian at their own expense for the remainder of the quarantine period.

Transitory Bites – In cases where an animal bite occurs in our city involving animals that do not reside in the City of Peoria, a bite report will be taken and forwarded to the animal control agency having jurisdiction where the animal owner resides for quarantine follow up.

Police Service Dog – Dogs owned by the Peoria Police Department may be placed into a working quarantine in the custody of their assigned handler.

In a working quarantine, the service dog is able to continue its normal duties yet still be observed for a health check at the completion of the quarantine period.

The dog's handler shall take the dog to a veterinarian if the dog shows any sign of illness, and shall contact the on-duty ACO.

Owner/Victim Bites - An owner /victim is a person bitten by their own animal or an animal owned by a member of the same household related by blood or marriage and residing at the same location.

The ACO shall contact the owner/victim and advise them of the health aspect relating to rabies with any animal bite and the need to have the animal undergo a rabies quarantine.

If the owner/victim continues to refuse to quarantine their animal normally no citation will be issued, and the ACO shall complete a supplemental bite report documenting the owner/victim's refusal.

Rabies Testing – If the bite animal is dead or dies during the rabies quarantine period, the ACO shall transport the animal's remains to Maricopa County Animal Care and Control Services. It will be the transporting ACO's responsibility to ensure that the animal's remains are processed and submitted for testing by Maricopa County Animal Care and Control Services.

The ACO shall verify the health of all animals in quarantine at the completion of their quarantine period. After the animal's health has been verified, the victim shall be notified of the results of the quarantine as soon as possible, and a supplemental bite report shall be completed.

Animals quarantined with Maricopa County Animal Care and Control Services – The ACO shall contact the Maricopa County Animal Care and Control Services to verify the health of bite animals that completed their quarantine at their facility.

Animals quarantined at a veterinary hospital – The ACO shall contact the veterinary hospital where the animal has completed its quarantine and verify the health of the bite animal.

Home quarantine – With the owner's or responsible party's permission, the ACO shall enter the residence or area where the animal is kept to check its condition.

Owner/victim bites where the owner refused to have their animal quarantined – The ACO will attempt to contact the animal owner at the end of the normal quarantine period, and with their permission, will enter their premises and check the animal's condition.

CSS-820.3 MAINTAINING RECORDS ON ANIMAL BITES AND QUARANTINES

Bite reports will be completed utilizing the Peoria Police Department Bite Report face sheet.

If more space is required to complete a narrative, an IR continuation sheet shall be used.

Due to the time sensitive nature of animal bite quarantines, all initial bite reports shall be completed prior to securing at the end of shift.

Supplemental bite reports – The ACO shall write a supplemental bite report to the original bite report whenever any significant action is taken in follow-up to a bite, (e.g. type and location of quarantine, health of animal, victim notification, etc.). All supplemental reports shall be completed prior to securing at the end of shift.

Bite quarantine log – The ACO shall log all bite reports taken or forwarded to them for follow-up during their shift in the bite quarantine log for tracking purposes prior to securing at the end of their shift.

CSS-820.4 VEHICLES, EQUIPMENT AND FACILITIES

Prior to completing the end of shift, the ACO shall conduct a check of their assigned animal control vehicle to ensure it is fueled and roadworthy and that all assigned vehicle equipment is present and ready for use.

At the beginning of their shift, the ACO will inspect the temporary kennel area to ensure that:

- Any animals housed there have fresh food and water.
- All trash and animal waste is picked up.
- The kennels are in good functional order.

Any discrepancies in the condition of the temporary kennels will be reported to the animal control supervisor.

At the beginning of their shift, the ACO shall inspect each cage on the animal control truck to ensure that it is empty and clean.

At the end of their shift, the ACO shall ensure that all vehicle animal cages and pet carriers are empty and clean.

Prior to ending of their shift, the ACO will notify the next ACO on duty of any animals being held at temporary kennel and any required custodial actions. If no other ACO will be on-duty in the following 24 hours, the on-duty ACO shall notify the Animal Control supervisor or on-duty patrol supervisor so that the supervisor can assign another employee to check the welfare of any animals at temporary kennel.

Vehicle checks will include the following:

- Vehicle exterior/interior for damage
- Exterior lights/turn signals
- Engine fluid levels
- Animal cage cleanliness
- BI – cool reservoir water level (if vehicle equipped with system)

Vehicle emergency/animal control equipment: The ACO shall ensure they have access to the following in the Animal Control Vehicle:

Plastic/burlap bags, road flares, snare, rope, note pad, fire extinguisher, first aid kit.

Forms should include:

- IR face sheet,
- IR Continuation sheet,
- IR Supplements,
- Log sheets,
- Warnings,
- Citation book,
- Impound cards,
- Bite report.

Any malfunctions of the animal control vehicle, or any repairs or maintenance needed shall be communicated by the ACO to their supervisor. If the malfunction/repair/maintenance of the vehicle will cause the ACO to be unavailable to respond to calls for service, they must also notify the Communications Section. (41.1.3.d)

Animal Control Officers shall not engage in emergency driving while using emergency lights and siren. ACO shall use the emergency lights when their vehicle is stopped on the roadway during the investigation of an animal case, or at the request of a Peoria Police Officer at the scene of a police investigation.

CSS-820.5 PROCEDURES FOR HANDLING FREE ROAMING CATS

As there are no existing ordinances regulating free roaming cats, it is the policy of the Peoria Police Department to not catch, trap, or impound cats. Therefore, the following procedures shall be utilized:

ACOs will provide citizens inquiring about the removal of free roaming cats from their property, with information about the current services provided by animal shelters, rescue groups, and TNR (trap, neuter/spay, release) programs.

ACOs may catch, trap, or impound cats requiring quarantine, or when it is in the best interest of the community and animals. Such circumstances may include, but are not limited to injured cat; diseased cat; hoarded cats.

CSS-820.6 OWNER SURRENDERED ANIMALS

It is the policy of the Peoria Police Department to discourage irresponsible pet ownership, by not accepting owner-surrendered pets.

ACO may accept owner surrendered pets when there are extenuating circumstance and where accepting the animals is in the best interest of the community and animals. Such circumstances may include but are not limited to animal hoarding, natural disaster, incapacitation of owner, circumstance resulting from the owner being a crime victim.

ACOs should advise owners wishing to surrender pets of currently available assistance from shelters and rescue groups, as well as abandonment laws when applicable.

CSS-820-7 USE OF TASER TO ANIMALS

Use of Tasers on Animals

The ACOs and members of the Patrol Services Bureau may use a Taser to immobilize an animal if:

- The animal is presenting a danger to the public or other animals.
- Other methods to capture the animal have failed, are not feasible, or not reasonably expected to succeed.

CSS-820.8 CRUELTY TO ANIMALS

The ACO shall respond to a cruelty to animal call to determine the severity of the call. An incident report shall be completed.

If the ACO determines that the cruelty is consistent with a violation of the city ordinance, the ACO shall complete an incident report and take the appropriate action.

If the cruelty is more serious than a city ordinance violation, the ACO shall have the Communications Section dispatch a patrol officer to the scene and assist with the investigation and incident report.

If the ACO responds to an in-progress animal cruelty incident requiring the suspect to have his/her rights read to them and be cited for animal cruelty:

- The Communications Section must be immediately notified to have a patrol officer respond to the scene and assist in the investigation.
- The Communications Section shall then relay the information to the on duty patrol supervisor.

Cases Involving Missing, Shot, or Poisoned Animals

The ACO shall immediately notify the Animal Control supervisor or on-duty patrol supervisor when there are reasonable facts to show:

- That an animal has been shot,
- That an animal is the object of a theft, or
- That an animal is believed to have been poisoned, or
- That there is suspect information

If there is no suspect information and the animal has not been shot, is not an object of theft, or is not believed to be poisoned, the ACO may handle the case by:

- The ACO must prepare the applicable theft, animal cruelty, or criminal damage report on the incident.
- If the case involves numerous animals, or is a high profile type case, the ACO shall notify the Animal Control supervisor or on-duty patrol supervisor.
- If there is suspect information, the Animal Control supervisor or on-duty Patrol supervisor shall have a police officer assigned responsibility for the investigation.

Animals Confined in Motor Vehicles

When a call is received regarding an animal being left unattended in a motor vehicle and under such conditions that the health of the animal is in danger, the ACO, if available, shall be dispatched. If the ACO is not available, a patrol officer will be dispatched.

SOP CSS-820

Peoria Police Department

Community Services Section
Standard Operating Procedure

When, in the judgment of the employee, an animal has been left in a vehicle under such conditions as may endanger the health or well-being of the animal and the animal or vehicle owner is not available, the employee may take reasonable and necessary steps, including forced entry, to enter the vehicle and remove the animal.

In the event that an animal is removed from a vehicle and the animal or vehicle owner is not located, the employee shall complete an IR.

If the animal is in need of veterinary care, arrangements should be made at the discretion of the ACO and will be based on availability of veterinary care.

A notice shall be left on the vehicle advising of the city code violation, that the animal have been taken into protective custody, and the location where the animal may be claimed.

If an animal is removed from the vehicle and the vehicle or animal owner is located, the employee will complete an incident report and, if applicable, issue a citation for the violation of the city code. The animal may be released to the owner at that time.

CSS-820.9 ANIMALS AT LARGE

Livestock running loose may be corralled and tied. If the owner is not available to take possession of the animal, the ACO will notify the Arizona Department of Agriculture, Animal Division.

Livestock that cannot be corralled or tied may be kept in an area where they will not create a hazard. The ACO shall notify the Arizona Department of Agriculture, Animal Division, which has the equipment and personnel to capture and remove the animal to a place of safety.

Small, non-aggressive animals running loose shall be captured by hand or with the use of the snare. Under no circumstances shall this type animal (that poses no threat to the public) have a Taser deployed upon them.

Small aggressive animals running loose that pose a threat to the public may be captured with the snare. If the snare and all other efforts fail, the ACO may deploy their Taser.

If the owner of a dog or cat is not located, the animal shall be taken to Maricopa County Animal Care and Control Services and impounded per their policies. As Maricopa County Animal Care and Control only accepts dogs and cats, ACOs may make reasonable arrangements for the care of other animals with other shelter providers.

In any of the above situations, the tased animal may be returned to its rightful owner at the time that it is captured. The ACO has the discretion of issuing a warning or citation for any violations that may have occurred.

Dogs and cats that have been tased shall not be returned to the owner at the time it is captured and will be taken to Maricopa County Animal Care and Control Services or a veterinarian. If the owner of the animal is known, the owner will be contacted by the Maricopa County Animal Care and Control Services.

Livestock and animals other than dogs and cats that have been tased shall be taken to a veterinarian or returned to the owner with the recommendation that a veterinarian see the animal.

Native wild life will only be capture or contained by ACOs when the animal(s) poses a threat to the public, has bitten a person, or is in a location where it is at substantial risk of injury or death. Complaints of nuisance wild life will be referred to Arizona Department of Game and Fish.

CSS-820.10 ABANDONED ANIMALS

The ACO may seize a tenant's animals at the request of a property when:

- The property owner provides copies of eviction documents indicating an eviction process has been completed, or; In the absence of or prior to eviction proceedings, the property owner has changed the locks or otherwise terminated the animal owner's access to the animals, or; There is an animal welfare concern because the animal(s) appear to be neglected.
- When seizing animals from a property owner, the animal control officers should make reasonable efforts to contact the former tenant based on documentation provided by the property owner.
- An incident report will be completed if the tenant's animals are seized without the tenant's knowledge and permission.
- Domestic Animals Exposed to a Wild Carnivorous Animal or Bat – In cases of exposure of a domestic animal to a wild carnivorous animal or bat, the ACO shall refer to the current Compendium of Rabies Control, published by the National Association of State Public Health Veterinarians, and the Arizona Department of Health Services Manual for Rabies Control and Bite Management for exposure management guidelines.

CSS-820.11 MISCELLANEOUS ANIMAL HANDLING

Bats

Fumigation or poisoning is not recommended to eliminate a colony of bats from a building or other structure as the bats may drop on the floor where they are accessible to children and other animals.

All bat bites should be considered dangerous. When a human is bitten, the ACO shall be contacted, and they shall respond and take custody of the bat.

Any person bitten by a bat should be instructed to contact their physician immediately.

If an animal has been bitten, arrangements can be made with Rabies/Animal Control for testing. The Peoria Police Department will not remove bats unless the health and welfare of the public is in jeopardy.

Under no circumstances are bats to be handled with bare hands.

If a bat is killed, the head and brain area should not be damaged so that it can be taken to Maricopa County Animal Care and Control Services for rabies testing.

Skunk Complaints

The ACO shall refer all callers to a licensed wildlife rehabilitator or the Arizona Department of Game and Fish.

Exotic Animals, Birds, and Reptiles

The ACO shall refer all callers to a licensed wildlife rehabilitator, the Arizona Department of Game and Fish, or the Arizona Herpetological Association.

Handling of Africanized honeybees

The Peoria Police Department's primary concern in emergency calls regarding Africanized honeybees is to ensure that the public safety needs are quickly and properly assessed and addressed, and that the community is provided the appropriate

information and referral sources to handle the matter.

The principal role of the Peoria Police Department is to assess all calls regarding Africanized honeybees to determine if a public safety concern is present and if additional public agencies are required.

If additional public safety agencies are required, the Peoria Police Department appropriately coordinates resources, referrals, or other items available to meet the needs of the situation.

When a call regarding the presence of bees is received by Communications, personnel:

- Will ascertain from the caller the location and behavior of the bees.
- Will attempt to determine if the activity of the bees presents a danger or threat to any person.
- If the bees are not aggressive and no emergency exists, the Communications Specialist will recommend that the complainant contact a beekeeper.
- If it is determined that the bees are attacking, the Communications Specialist shall contact the Peoria Fire Department who has received the training and the necessary equipment to attack and kill the colony or swarm of Africanized honeybees.
- An officer shall also be dispatched to the scene to assist fire department personnel with evacuations, crowd control, traffic control, etc.
- Officers should consider the location of the swarm in relation to a school, City Park, or other public property and notify a supervisor to determine if additional units may be required.
- If the bees appear to be attacking aggressively far away from the colony or hive, officers should protect themselves by remaining in their vehicle with their windows rolled up and the air conditioner turned on, as bees' slowdown in cooler climates.
- Officers should use their radio to request assistance and/or their loud speaker to provide instruction.
- Officers should take precautionary measures regardless of the type of bees that are being confronted.

At no time are police personnel to attempt to remove the bees.